



WASHINGTON STATE DEPARTMENT OF

LICENSING

Request to Administer**Driver License Examinations**

Apply for authority to administer driver licensing examinations.
Applicants must be licensed driver training schools or public schools
recognized by the Office of the Superintendent of Public Instruction.
You must have access to a computer to administer examinations.

Online: <https://professions.dol.wa.gov>

**22202-APPLICATIONS**

You must include:

1. Driver Training Schools Examinations Site Information (DTS-661-023): Examination sites include all driver training school or high school locations within a district where you will administer examinations.
2. Exam routes: A minimum of two exam routes where skills examinations will be conducted, as required in the Guidelines and Requirements Manual, Section 7 if your schools are planning to do skills examinations.

For questions or language help call: (360) 902-3703

Business information

Type of school <input type="checkbox"/> Driver training school—UBI/UBI Business ID/UBI Location ID (16 digits)_____		
<input type="checkbox"/> Public school district		
Type of examinations school plans to administer <input type="checkbox"/> Both skills and knowledge <input type="checkbox"/> Knowledge only		
TYPE or PRINT School name (as it appears on your license – OSPI fill in school district)		Certificate/License number
Physical address of main driving school or school district (Address, City, State, ZIP code)		
Mailing address of main driving school or school district, if different (Address, City, State, ZIP code)		
School website		
Contact name (main point of contact for driving school or school district)		Contact title
Contact (Area code) Phone number	Contact email	
Agreement manager name (main point of contact for agreement and agreement manager with the Department of Licensing to administer examinations)		
Agreement manager mailing address (Address, City, State, ZIP code)		
Agreement manager (Area code) Phone number	Agreement manager email	
For office use only		
Application received (date)	Reviewed by (Driver training school program)	Action taken Approved _____ Denied _____ Applicant notified _____